

ICCW Interdepartmental Coordinating Committee for Women

April 22, 2003

12:00 noon

Meeting called to order by Chair, Jean Branscum, Governor's Office. Meeting attended by Lesa Evers, Agriculture; Karyl Tobel, Commerce; Diane West, Labor & Industry; Joan Franke, Office of Public Instruction; JereAnn Nelson, Administration; Vicki Schiller-Long, Corrections; Jacqui Garcia, State Fund; Myrna O'Dell, Auditor's Office; Kelly DaSilva, Administration; Sara McLaughlin, Fish, Wildlife & Parks; Lisa Mecklenberg-Jackson, Legislative Branch; Beth Campbell, Revenue; Pam Spore, Revenue; Christi Moyer, Governor's Office; Linda Huseby, Livestock; Prudy Hulman, Transportation and Barb Smith, Public Health & Human Services.

Introductions were made and Jean Branscum announced Christi Moyer who will serve as a representative from the Governor's Office.

Jean Branscum announced that she will serve as **ICCW chair** in the interim until a new chair is appointed.

General announcements included the Excellence in Leadership Awards (ELA) scheduled for Thursday, May 15, 2003 at 2:30 pm in the Capitol Rotunda.

The **Subcommittee reports** were provided as follows:

The **Legislative Subcommittee** distributed a three-page document that included a brief summary of various legislative bills and their status for our information. Kelly DaSilva brought special attention to a few of those bills.

It was reported that Jeannie Weasel Tail has decided to not exercise her option to renew her contract at the state daycare. Therefore, they are in the Request for Proposal (RFP) process, which is a little less formal this time around and has a deadline in early May. Transition would then take place on July 1. Barb Smith has been asked to serve on the selection committee. Members were reminded that the daycare rates are set at market rate.

The **Training Subcommittee** reported the following:

- The memorandum prepared for Chief of Staff Barb Ranf was revised and has been sent to her.
- The Succession Survey results are available for viewing on MINE.
- A memorandum will be prepared and distributed to ICCW members to advise them that the Succession Survey results are available for viewing on MINE.
- Based on the competency results of the survey, training was selected. The

Training Subcommittee plans to work with the Professional Development Center to develop some training introduction for specific classes. The intent is to give a 'teaser or taste' of the course to encourage attendance at a full day class.

- They are working with LaDonna at Wellness to distribute information about her training programs to ICCW members.
- The Training committee is hoping to offer a Legislative Wrap Up session in the near future.

The **Measures Subcommittee** reported that they are continuing to examine the various pay plans. They are configuring charts and trying to figure out how to extract pertinent information. They continue to analyze data and make progress to meet their goals. Suggestions are welcome from committee members as to what they might want to see in the final report.

The **Public Relations Subcommittee** discussed their goal of restructuring the ICCW website. Their recommended logo was passed around for review and approval of which there was no overall objection to.

Contents they are considering for pull down menus on the website include: Minutes, Membership, Committees, About ICCW, Current Happenings and Other Contacts. They are considering adding a counter to see how many hits the site gets. Suggestions were made to have the welcome statement include the mission statement and to list the ICCW officers under one of the pull down menus.

ICCW members will be responsible for updating the website. It was reported that Department of Administration is willing to train members and help design the website.

Finally, any **suggestions** regarding what might be included on the website should be submitted to Molly Holz **no later than May 10, 2003**.

Representative Jill Cohenour, a freshman legislator and state employee, shared some of her experiences with the group. Her intern, Katie, joined her.

Minutes for the March 18, 2003 meeting were reviewed and approved with a few changes.

The **treasurer's report** was presented by Lesa Evers and was approved. As of 3/31/03, the ending draft balance was \$70.43 and the ending savings account balance was \$1,957.67. The cumulative total balance is \$2,028.10. Lesa also noted that we are researching the outstanding check issued to Alice Chumrau – the check, in the amount of \$687.06, was issued in July of 2002 and has not yet been cashed.

We discussed membership on the **Employee Investment Advisory Council (EIAC)**. Angela McDannel is currently on that council until fall; however, Angela is not a member of ICCW any

longer. Jean Branscum was not able to serve on the council due to the time constraints. At this time, ICCW has lost their seat on that council. Discussion was held as to whether it was a good idea to pursue getting that seat back.

A motion was passed to pursue securing a seat on the Employee Investment Advisory Council, provided there is interest by an ICCW member. Jean Branscum then asked for a volunteer to serve on the council. Jean will ask the EIAC chair to attend our next meeting to share with the members what would be expected should they have a desire to serve on the council. At this time a volunteer is still needed.

Excellence in Leadership Awards (ELA) – Diane West provided an update on the ELA awards. There were 27 nominations, which broke down as follows: 11 from State Government; 8 from the Public Sector; and 8 from the Private sector. Letters will be sent out late this week to announce the winners. The two sponsors this year are Bering Point (old KPMG) and Wells Fargo. TRW was not able to be a sponsor this year.

The committee decided this year to provide mugs to all the nominees due to the tremendous amount of nominations received. Diane West advised that those mugs had been ordered. There was much discussion regarding the possibility of **having a** logo on the mugs. After much discussion, it was decided that it would be the decision of the ELA committee as to the type of logo, if any, they might choose for the mugs.

Diane West confirmed that the winners, nominees and nominators would all receive letters related to the awards. It was suggested that the nominee's supervisor receive a letter but it was decided that it would be unnecessary as in most cases, the nominee was nominated by their immediate supervisor.

Finally, it was noted that the national award has been put on hold due to budget constraints.

Barb Smith provided us an update and some interesting statistics related to our **Employee Benefits**. She reminded folks that the state is a self-funded program and that Blue Cross Blue Shield only administers the program in processing claims, etc.

Some **training ideas** were suggested that the Training Committee might consider in the future. Those included trainings that focused on employee morale, employee incentives, positive ways to deal with stress, providing employees ways to stretch their dollars, etc.

The **next meeting** will be May 20, 2003 at the Department of Natural Resources office (Old Commerce Building).

The meeting adjourned at 2:10 pm.